**CONSTITUENT STANDARDS**

**Development Office**

**Addressees and Salutations**

* Proper titles if possible are entered at all times
* Constituents should have proper addressees and salutations.
* Male will have a title of Mr. or Dr. or Rev., ex: Mr. Robert Jones.
* Female will have title of Miss, Mrs. or Ms. or Dr., ex: Miss Grace Smith
* Couple will be Mr. Robert and Mrs. Grace Jones, or Mr. Robert Jones and Ms. Grace Smith
* If a woman doesn’t state that she is married, put “Ms.” in the addressee and salutation

**Address Formatting for Mail Outs:**

* We follow the Canada Post standards for address formatting

<https://www.canadapost.ca/tools/pg/manual/PGaddress-e.asp?ecid=murl10006450#1416938>

Mr. John and Mrs. Jalene Doe

10-123 Main St

Vancouver, BC V12 2Y7

* Note:
	+ The first Line is the Addressee
	+ The Second Line is the Civic Address
	+ The Third Line is the City, Province and Postal Code
	+ If there is additional Delivery Information (such as a company for title) this goes after the title line

Mr. John and Mrs. Jalene Doe

The Everything Foundation

10-123 Main St

Vancouver, BC V12 2Y7

* + If you are mailing to an international address, include the country on the last line

Mr. John and Mrs. Jalene Doe

The Everything Foundation

10-123 Main St

Vancouver, WA 90745

USA

**Address Formatting in the Database:**

**Abbreviations**

Here is a list of abbreviations that are used when entering addresses into the database\*:

|  |  |
| --- | --- |
| Full Name | Abbreviation |
| Street | St |
| Avenue | Ave |
| Boulevard | Blvd |
| Chemin | Ch |
| Court | Crt |
| Cul-de-Sac | Cds |
| Drive | Dr |
| Esplanade | Espl |
| Heights | Hts |
| Highlands | HGHLDS |
| Park | Pk |
| Parkway | Pky |
| Pathway | PTWAY |
| Place | Pl |
| Point | Pt |
| Terrace | Terr |
| Village | Villg |

\*This is not an exhaustive list of abbreviations, and the abbreviations differ for French addresses. For the full list, see: <https://www.canadapost.ca/tools/pg/manual/PGaddress-e.asp?ecid=murl10006450#1437339>

**Street Directions**

* These should also be abbreviated
* e.g. Northeast = NE, Southeast = SE, West = W, etc.
* They should be formatted as follows:

Mr. John and Mrs. Jalene Doe

The Everything Foundation

10-123 Main St NE

Vancouver, BC V12 2Y7

**Unit Designators**

* We do not use Suite or # or Unit or any other name for room(s). We simply use the number, like this: 1–2400 Pender St W

**Telephone:**

* In all cases we want the area code. The end result should always be (xxx) xxx-xxxx